



City of Tempe

ADA COMPLIANCE SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	292	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Strategic Management & Diversity	<i>Salary / Hourly Minimum:</i>	\$55,566
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$74,641
<i>Employee Group:</i>	UAEA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Plan Check Engineer+
<i>Safety Sensitive/Drug Screen:</i>	No	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

REPORTING RELATIONSHIPS

Receives direction from the Equity & Inclusion Manager.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) years of experience in Americans with Disabilities Act (ADA) compliance, disability advocacy, and/or directly related to the core functions of this position.
<i>Education:</i>	Equivalent to a bachelors degree from an accredited college or university with major course work in business, public administration, psychology, disability studies, social welfare, architecture, engineering, or a degree related to the core functions of this position.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide a variety of community services and program support to the City's efforts to comply with the ADA, and other federal and state disability related laws, regulations, and guidelines. Makes recommendations for action, procedures, and programs which protect the rights and improve the quality of life for people with disabilities as well as all City of Tempe residents and/or visitors.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Coordinate and document the ADA contractual requirements of architectural and engineering construction projects through onsite inspection and monitoring; participates in the designing, drafting, and preparation of specifications and cost estimates for architectural projects to ensure ADA compliance; reviews architectural plans and blueprints for ADA compliance.
- Assist Risk Management and Human Resources in evaluating possible accommodations for temporarily and/or permanently disabled employees.
- Current knowledge, understanding, and application of ADA-related laws, codes, ordinances, and court decisions that occur at the local, state, and/or federal level.
- Provides administrative staff support to the Mayor's Commission on Disability Concerns.
- Conduct assessments of special events setup for compliance with current ADA accessibility requirements and to make recommendations as needed to the Special Events Task Force.
- Serves as technical resource and primary point of contact for all ADA related issues.
- Acts as a liaison to other departments, the public, the state and national coalitions, outside agencies, organizations, and companies regarding disability related issues and concerns.
- Implement, monitor, and updates the recommendations in the City of Tempe ADA Transition Plan per the Americans with Disabilities Act.
- Coordinates the dissemination of information to all employees regarding disability compliance measures; assures the adequate existence of resources for and contracts with agencies that provide American Sign Language Interpreting, Braille, and other accommodation services as needed.
- Initiates and coordinates periodic disability inclusion and ADA compliance related training to all departments, agency employees, and subcontractors.
- Establishes and participates in the maintenance of file and recordkeeping systems.
- Assists in budget preparation and monitoring.
- Responds to complaints, investigates and makes recommendations in response to requests and problems from the community.
- Develops and/or expands programs which serve the disability communities through written proposals and grant applications.
- Coordinates with city departments to assess accessibility opportunities in public and private facilities, including the development and review of City design standards and procedures; monitors City projects progress as needed.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;

- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective April 2004

Revised April 2007 (update job duties)

Revised August 2020 (Update reporting relationship & job duties)